

**BURWELL PARISH COUNCIL**  
***The Jubilee Reading Room***  
**99, The Causeway, Burwell Cambridge. CB25 0DU**  
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Minutes of the Meeting of the Burwell Parish Council held at Mandeville Hall, Tan House Lane, Burwell, CB25 0AR at 7.30p.m. on Tuesday 15<sup>th</sup> June 2021.

**Present** Liz Swift (Chair), Lea Dodds, Robin Dyos, Michael Geary, Joan Lonsdale, Gill Miller, Jenny Moss, Jim Perry, Derek Reader, Michael Swift, Geraldine Tate, Paul Webb, and Brenda Wilson.

Also Present District Councillor Lavinia Edwards and 8 members of the public (one member of the public standing outside of the door to comply with social distancing measures).

**FC/150621/1 Apologies**

Apologies for absence had been received from Helen McMenamin-Smith, Hazel Williams, and District Councillor David Brown.

**FC/150621/2 Declarations of any interests known to Councillors and a reminder to Councillors of the need to update their Declaration of Interest Forms if there have been any changes in their circumstances**

The following declarations were received:

Paul Webb – Planning 14 The Avenue

Jim Perry – Planning 54 Orchard Way

Councillors were reminded of the need to update their Declaration of Interest Forms if there have been any changes in their circumstances.

**FC/150621/3 Approval of Minutes of the meeting held on 25<sup>th</sup> May 2021**

Council noted a comment made by Robin Dyos that the wording of the response to the planning application 21/00706/ESP could have been clearer.

The minutes were approved. Proposed by Geraldine Tate and seconded by Brenda Wilson

**FC/150621/4.1 Public Forum – An opportunity for members of the public to raise concerns or question Council on matters included in this agenda. There will be no further opportunity for members of the public to speak after this point in the meeting.**

Members of the public raised concerns with the planning application for 14 The Avenue including the ownership of a row of trees to the rear of the development site which are owned by residents in Carter Road, pitch heights of the proposed properties, access, noise and damage to the historic pump.

The Chair advised all residents to make East Cambs District Council aware of their concerns. The owner of the site, Mr Smith informed all present that he is willing to discuss any concerns that Council and residents may have.

**FC/150621/5 County and District Reports**

Council noted a written report from District Councillor Lavinia Edwards. District Councillor David Brown had informed the Council that due to the Full Council meeting being brought forward from May to April, he had nothing to report for May.

**FC/150621/6.1 Planning Applications to be considered**

**21/00766/FUL 40 Ness Road**

Proposed first floor rear extension **No objection**

**21/00431/FUL 27 Carter Road**

Proposed 2 no. dwellings **Objection – Concern about the narrow access**

**21/00794/FUL 14 The Avenue**

Proposed erection of two private detached dwellings, new dropped kerb/access road and associated works.

**Objection – Overdevelopment of the site and concerns with access**

All members of the public apart from one left the meeting.

**21/00747/TPO 51 Orchard Way**

T1 Pine – Remove due to safety concerns relating to size, location and deadwood falling in gardens

T2 Pine – remove due to safety concerns relating to size, location and deadwood falling in gardens

**No objection**

**TPO/E/02/21 15 The Avenue (Honey Locust) – Opportunity to comment**

**No objection**

**Notification of Appeal – Land to the rear of 39 Toyse Lane**

Construction of 1no. two-bedroom, single storey detached dwelling with parking and associated works. - **Noted**

**FC/150621/6.2 Planning Decisions from District Council**

**The following decisions were noted:**

**21/00424/VAR 5 Parsonage Lane - Approval**

To vary Conditions 1 (Approved Drawings) and 3 (Materials) of previously approved 20/01316/FUL for proposed replacement of external fire escape staircase with spiral staircase. Installation of ground floor access door and access ramp.

**21/00482/FUL 20 Railway Close – Approval**

Loft conversion to provide second floor accommodation.

**21/00527/FUL 47 Martin Road – Approval**

Proposed single storey rear extension and retrospective permission for existing single storey rear extension

**21/00632/LBC Poplars Farmhouse 64 Low Road - Approval**

Remove current fireplace and carry out remedial works to insert a wood burner

**21/00348/FUL58 Silver Street – Approval**

Erection of a single-storey rear and side extension with window in roof and 1 composite front door

**FC/150621/6.3 Trees/Environment**

**Notification of approved tree works by East Cambs. District Council**

The following work was noted by Council.

**21/00611/TRE Builders Yard Rear of 41 North Street**

T1 Sycamore – Fell remaining tree due to 3 limbs dying

T2 Sycamore – Fell dangerous overhang

T3 Sycamore – Reduce crown by no more than 30% and lift crown

T4 Sycamore – Reduce crown by no more than 30% and lift crown

T5 Sycamore – Reduce crown by no more than 30% and lift crown

T6 Sycamore – Reduce crown by no more than 30% and lift crown

T7 Sycamore – Reduce crown by no more than 30% and lift crown

T8 Sycamore – Reduce crown by no more than 30% and lift crown

T9 Sycamore – Reduce crown by no more than 30% and lift crown and one lower limb removal

T10 Ash – Fell dangerous

T11 Sycamore – Reduce crown by no more than 30%, lift crown and one lower limb removal

T12 Sycamore – Reduce crown by no more than 30%, lift crown and one lower limb removal

**21/00655/TPO 25 Isaacson Road**

T1 Ash – reduce to previous reduction points (approximately 15ft to be removed) to manage size of tree

**21/00475/TRE Homefield House 77a North Street**

T1 Ash – Crown lift to 6m from ground level to reduce shading of property and seating area

**FC/150621/7 Finance**1. Year End 2020/2021**a) Annual Internal Audit Report**

The Annual Internal Audit Report had been circulated prior to the meeting to all members of the Parish Council to allow time for consideration of the report. The report was noted.

**b) The Approval of the Annual Governance Statement**

Council considered the Annual Governance Statement giving a positive answer to all statements. The statement was then approved and signed by the Chair of the Council, Liz Swift.

**c) The Approval of the Accounting Statements**

Council considered the Annual Accounting Statements for the year ending 31<sup>st</sup> March 2021 and approved the signing of the statement by the Chair of the Council, Liz Swift.

2. Consideration of payment of the following:

The Council considered the payments listed below. It is not possible to approve the payment from Sharman and Grimwade at this stage as Varsity has not yet confirmed that the amount is now due.

All other payments were approved. Proposed by Jenny Moss and seconded by Michael Swift.

Lea Dodds thanked the Council for funding the recent Councillor training session that he had attended. He reported that he found the training beneficial. It is hoped that all Councillors will be able to attend refresher training before long.

<b>Payee</b>	<b>Description</b>	<b>Amount inc Vat</b>
Debbie Cawley	Mileage	£22.50
Martyn Wright	Mileage	£36.45
George Rowland	Mileage and Phone	£66.25
Andrew Firebrace	GMH Completion of Tender Package	£1,980.00
Sharman Grimwade		
Burwell Print Centre	Annual Report	£656.25
Mr Groundsman	Rec Gras May	£640.00
Burwell Cleaning	Various Properties	£484.98
Vision ICT	Final Website Payment	£1,140.00
N and G Marsh	Steel Post Rec. Ground	£42.00
Lloyds Bank	Various	£148.77
ECDC	Rates Mandeville Hall 1.7.21	£711.00
ECDC	Rates Cemetery 1.7.21	£157.00
ECDC	Rates Gardiner Memorial Hall 1.7.21	£190.00
ECDC	Rates Jubilee Reading 1.7.21	£40.00
Eon	Mandeville Hall Gas ddr	£21.78
Newmarket GMS Ltd	Equipment Repairs	£23.99

Newmarket GMS Ltd	Equipment Repairs		£78.00
ESPO	Traffic Cones and Paper		£23.08
British gas	Toilet JRR	ddr	£36.65
Sally Brooks	Ret of Dep. MH		£50.00
CAPALC	New Councillor Training		£75.00
Salaries NI Tax			
Superannuation			
etc			£7,194.45
<b>Total</b>			<b>£13,818.15</b>

3. Receipt of £15,658.63 CIL MP 15% from East Cambs. District Council  
Council noted the receipt of £15,658 from ECDC.
4. To note that the payment to Saunders Boston approved on 25<sup>th</sup> May 2021 should have read £10,800 including VAT and not £9,000 (Excluding VAT amount) as stated.  
Council noted the error.

### **FC/150621/8 Action Points Update**

Council noted that there is no requirement for funding for the Burwell to Exning Cycleway to be released from the Newmarket Road developer until the first dwelling is occupied. Lea Dodds asked if the contribution from the developer could be used against to borrow funding. This would need to be discussed by Suffolk County Council, who are delivering the cycleway, and the developer.

The document for the transfer of land from Hopkin Homes to the Council has still not been signed. This is down to Hopkin Homes not instructing their solicitor for the final stage of the process The Clerk to chase.

The Clerk will also contact Smithers Purslow to find out if any progress has been made with the Mandeville Hall ceiling proposal.

The film for the Gardiner Memorial Hall National Lottery Grant Funding application is now at the editing stage. All funding is now secure for the refurbishment of the existing hall.

The MVAS batteries have been changed and will be changed again in about 7 to 10 days' time.

There is no news yet on the repairs to the village sign.

### **FC/150621/9 Group Reports**

#### **Consideration of notes and recommendations from the Safety Group meeting held on 18<sup>th</sup> May 2021**

Council considered the notes from the Safety Group meeting held on 18<sup>th</sup> May 2021 and approved the following recommendation proposed by Robin Dyos and seconded by Michael Swift.

1. **The Group recommends to Full Council that Burwell Parish Council should support the 20's Plenty for Cambridgeshire Group**

#### **Consideration of the notes from the Finance and General Purposes Group meeting held on 25<sup>th</sup> May 2021.**

Council noted the minutes from the Finance and General Purposes Group meeting held on 25<sup>th</sup> May 2021. These included the Council's financial position to 24<sup>th</sup> May 2021.

### **FC/150621/10 Parish Reports: -**

#### Weekly Property Reports

The Clerk reported that some minor damage had been caused by a ball to the guttering and one of the funding plaques on the Pavilion. Cheese slices had also been thrown on to the Pavilion walls and had baked on. The Maintenance Officer had managed to remove the cheese and fix the guttering. Someone had also pulled the eyes off from the frog bin in the children's play area at the Recreation Ground. A replacement set has been ordered.

The annual playground inspection will be carried out by David Bracey RPII on 20<sup>th</sup> July 2021. The Maintenance Officer will attend the sites with the playground inspector.

The lawnmower has broken down a couple of times recently, needing repairs to be carried out by Newmarket Garden Machinery. The last time however, with guidance from Newmarket Garden Machinery, the Maintenance Officer was able to repair.

Following a letter published in Clunch about the number of bin bags at the Cemetery, the Clerk clarified that the cemetery is the collection point for bin bags from all Council facilities around the village. Jenny Moss asked if one of the working groups should look in to introducing bins for recyclables around the village. This has been considered before and Council would need to consider the cost of providing new bins and probably a collection fee for emptying the bins. All bin bags of mixed waste collected by East Cambs District Council undergo a process to remove any recyclable materials from the content prior to going to landfill. The Clerk will include this information in the Council's next Clunch report.

Derek Reader will again this year, provide hanging baskets for the Council's buildings. He was thanked by the Council.

An issue with the flow of water to the soak away from the gutters at Mandeville Hall had been resolved by Harrisons of Burwell at a cost of £163.20. A tennis ball had become wedged in the pipe work.

The grass on Pound Hill has been cut.

#### **FC/150621/11 Other County & District Matters: -**

The following were noted:

1. Cambridgeshire County Council – Temporary Traffic Orders Mill Lane and Newnham Lane/Pantile Lane
2. East Cambridgeshire District Council – Street Numbering North Street
3. East Cambridgeshire District Council – Edies Ices – Mobile Ice Cream Vendor

#### **FC/150621/12 Other Reports**

The following report was noted:

1. Spring Close Management Group Meeting 14.4.21

#### **FC/150621/13 Correspondence – None**

Lavinia Edwards left the meeting at 8.15pm.

#### **FC/150621/14 Consideration of the following items**

##### **1.Covid-19 update**

The Clerk explained that due to the delay in moving to Stage Four of the road map, a booking for the hall has been cancelled. It was agreed that the payment for the booking should be refunded without any delay.

##### **2.Update on the Gardiner Memorial Hall Refurbishment Project**

Liz Swift reported that donations had been pledged by a couple of businesses within the village. The supporting grant funding video is ready for editing. Confirmation letters have been received for both the Amey grant and the ECDC CIL 123 grant.

Liz Swift reported that she has had a conversation with David Ing, from the PR company working on behalf of This Land, and he is going to discuss with This Land if the developer is able to help support the Gardiner Memorial Hall project in any way.

The meeting closed at 8.18 pm.

Signed

Dated: